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Secretariat

ST/IC/90/40
31 May 1990

INFORMATION CIRCULAR

To: Staff members in the Professional and Principal Officer categories at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: COMPREHENSIVE (COST-OF-LIVING SURVEY) EXPENDITURE SURVEY FOR CALCULATION OF POST ADJUSTMENT

1. A comprehensive (cost-of-living) expenditure survey for New York will be conducted in June 1990 for post-adjustment purposes by the International Civil Service Commission (ICSC), as instructed by the General Assembly.

2. All Professional category staff in grades P-1 to D-1 stationed in New York with a contract for more than six months will be required to complete a questionnaire on housing and domestic service costs (COL/HPP/E).

3. A random sample of 419 of the same eligible staff will be requested to furnish additional data on two other questionnaires, namely, daily record of expenditures (COL/DIA/E) and household expenditures (COL/EXP/E).

4. The questionnaires will be distributed by the respective executive or administrative officer.

5. The information provided by staff members will be treated as strictly confidential. To protect their privacy, staff members are not required to indicate their name on the questionnaires, which will be identified by a schedule number only for control purposes.

6. Staff members should return the completed questionnaires to the executive or administrative officer of their department/office IN A SEALED ENVELOPE, marked "CONFIDENTIAL", by 22 June 1990. Questions may be addressed to the Cost-of-Living Division, ICSC, at extensions 3.2089 or 3.8475.



best copy available

7. It is in the interest of all staff to fill in the questionnaires as completely and accurately as possible to ensure accuracy of the New York data. It should be borne in mind that New York is the base of the entire post adjustment system and the information provided will affect the post adjustment classification not only at Headquarters but at all other locations.

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UNITED NATIONS

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Secretariat

ST/IC/1990/41
14 June 1990

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: TRAINING FOR OFFICE AUTOMATION TECHNOLOGY

1. The purpose of this information circular is to explain the options available to staff members who require training in office automation technologies and to outline the procedures by which staff may participate in the available programmes. At this time, the Training Service offers three types of computer training:

(a) Training in WordPerfect word-processing software;

(b) Training in other microcomputer software;

(c) Self-study programmes.

(a) Training in WordPerfect word-processing software

2. As announced in administrative instruction ST/AI/361 of 29 March 1990, WordPerfect has been selected as the United Nations word-processing standard for microcomputers for the next three years. The Training Service will therefore provide two types of WordPerfect training:

(a) Training for conversion from WANG to WordPerfect for staff members who already have WANG knowledge;

(b) Introductory WordPerfect training for staff members who need word-processing skills but have had no previous training.

3. The Training Service has begun providing WordPerfect training according to a schedule of priorities worked out by the Office Automation Service of the Electronic Services Division in collaboration with Executive Offices. Executive Offices will notify their staff members of the time of scheduling of WordPerfect training.



READEX FICHE

(b) Training courses in other microcomputer software

4. In addition to training in WordPerfect, the Training Service offers introductory, intermediate and advanced training courses in microcomputer software packages supported by the Organization: DOS, dBase III Plus, Paradox, Lotus 1-2-3, Quattro, Ventura and Harvard Graphics.

5. Because of the demand and the limited resources available for personal computer training, formal training in specific software packages is limited to staff who meet the following criteria as certified by the staff member's immediate supervisor and the Executive Office:

(a) The staff member's office must have a specifically identified application for which the software is being/will be used;

(b) The staff member's current job functions must require the use of the software package;

(c) The software must already be installed on the staff member's computer;

(d) The staff member must meet any course prerequisites.

6. Staff members requesting intermediate or advanced training will be required to take a placement test to determine eligibility.

Application procedure

7. Staff members wishing to be included in any microcomputer training, other than WordPerfect, up to 30 September 1990 should fill out the attached application form and submit it for completion by the immediate supervisor. Applications should then be forwarded to the Executive Office by 30 June 1990. Staff who wish to apply for microcomputer training after 30 September 1990 will be advised of the application procedures in subsequent information circulars.

8. The Executive Office will assign applicants a priority according to the needs of the department and inform the Training Service of these needs. The Training Service will apportion blocks of training time among the respective Executive Offices, schedule the appropriate training courses and notify the Executive Offices. The Executive Offices will then assign individual staff members to the courses and inform staff of their schedules.

9. Please note that the Training Service is not in a position to respond to individual requests for microcomputer training and thus will consider only those requests that come from Executive Offices according to the procedure outlined above.

(c) Self-study programmes

Computer lab

10. A computer lab equipped with 10 personal computers is available for staff members who wish to work on self-study tutorial programmes or practice their computer skills. Computer-based tutorial programmes are available in most software supported by the Organization (DOS, dBase III Plus, Paradox, Lotus 1-2-3, WordPerfect, Ventura as well as general typing and keyboarding skills). A training assistant is available in the lab to provide help and answer questions.

11. The lab is located in room GA-36A and is open daily between 11 a.m. and 2 p.m. Staff members wishing to use the lab are requested to make an appointment by calling extension 3-0770 between the hours of 3 p.m. and 5 p.m. of the previous day.

Self-study centre

12. A self-study centre is also available for staff members who wish to follow video-based or combination video/computer-based self-learning programmes, primarily on mainframe computer applications. Examples of mainframe training offered through the self-study centre include self-learning programmes on CICS, JCL, TSO, SNA and Data Communications.

13. The centre, located in room GA-36B, is equipped with television monitors, video playback machines and personal computers, one of which is hooked up to the building's mainframe computer. It is open daily between the hours of 9.30 a.m. and 5 p.m. and can accommodate either individuals or small groups.

14. Courses offered in the self-study centre are rented by the Training Service from a computer education firm. Programmes offered are determined in collaboration with the Electronic Services Division based on both individual and departmental requests. Requests for training should be addressed to the Training Service from the staff member's supervisor and should explain the relevance of the requested training to current job functions.

15. A catalogue describing specific courses available can be consulted in the centre. Further information can be obtained by calling extension 3-2317.

| For Training Service Only | |
|---|---|
| Priority | 1 \|__\| |
| | 2 \|__\| |
| | 3 \|__\| |

**APPLICATION FOR PARTICIPATION IN PERSONAL COMPUTER TRAINING**

Part I. To be completed by the applicant: (Please Print)

Course requested _____

Index No. _____ Applicant's Name _____

Room _____ Extension _____ Grade/Level _____

Department/Unit _____

How would you rate your typing skills? Very Good ---------- None at all
5 4 3 2 1

Are you familiar with the computer keyboard? YES |__| NO |__|

Have you taken a DOS class? YES |__| NO |__| If yes, when? _____

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Part II. To be completed by applicant's immediate supervisor:

The applicant needs to learn the requested software in order to perform current job functions. YES |__| NO |__|

The requested software has already been installed on the applicant's computer. YES |__| NO |__|

Briefly explain the application for which the requested software is intended.

_____

_____

_____

Name (please print) _____

Signature _____

Title _____

Room _____ Extension _____

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Part III. To be completed by the Executive Office

Has the requesting Unit consulted with the Office Automation Service to determine if the software selected is appropriate for what they intend to do? YES |__| NO |__|

Priority assigned to this request in relation to other requests from the department for computer training. 1 |__| 2 |__| 3 |__|

Signature _____

Executive Office _____

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This application should be forwarded to your Executive Office by 30 June 1990.

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Secretariat

ST/IC/1990/42
15 June 1990

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for General Services

Subject: SHUTDOWN OF ELECTRICAL POWER ON THE 17TH TO 39TH FLOORS OF THE SECRETARIAT BUILDING ON 23 AND 24 JUNE 1990

1. The purpose of the present circular is to inform staff members that there will be a shutdown of the electrical system covering the 17th to 39th floors of the Secretariat Building commencing on Saturday, 23 June 1990, at 5 p.m. until approximately 12 noon on Sunday, 24 June 1990. The shutdown is necessary to make electrical connections related to the expansion of the mainframe computer room. Every effort will be made to restore electrical services in the affected areas as soon as possible.

2. Staff members on the 17th to 39th floors of the Secretariat Building are therefore requested to ensure that all computers, word processors, mini-computers, photocopiers and any other electrical equipment are unplugged on Friday, 22 June 1990, before leaving the office. FAILURE TO DO SO MAY RESULT IN DAMAGE TO THE EQUIPMENT. In addition, please note that there will be no lighting and very limited elevator service to these floors during the power shutdown.

3. If a staff member is uncertain of the action to be taken about a particular device, he or she should contact the Office of the Director, Electronic Services Division, extension 3.6472, to determine the appropriate course of action. Additional information concerning the electrical power shutdown may be obtained from the Buildings Management Service, extension 3.6176.

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Secretariat

ST/IC/1990/43
15 June 1990

INFORMATION CIRCULAR

To: Members of delegations and the staff

From: The Assistant Secretary-General for General Services

Subject: FIREWORKS DISPLAY ON WEDNESDAY, 4 JULY 1990

1. Macy's will again be holding its 4th of July fireworks display this year on the East River in co-sponsorship with the City of New York. The display is scheduled from 9.15 p.m. to 9.45 p.m.

2. The United Nations garden is considered a good vantage point for viewing the display. Designated viewing areas will be opened that evening to members of delegations, staff members and their families. An area in the garden north of 47th Street will be cordoned off to accommodate a group of handicapped persons who have requested the use of those premises as in previous years, for the occasion. Owing to space limitations, the general public will not be admitted. Accordingly, anyone wishing to enter the United Nations may do so only if accompanied by a member of a delegation or a staff member with a valid grounds pass. This provision will be strictly enforced.

3. In the past, some staff members, delegates, and their families have observed the display from office windows in the Secretariat Building. Unfortunately, there have been problems relating to the conduct of some persons admitted to the building and incidents have occurred which have given rise to concern for the personal safety of a number of people. In particular, staff members are reminded that the opening of windows IS NOT PERMITTED under any circumstances. Staff members shall be responsible for the conduct of persons accompanying them in the United Nations. Those wishing to view the display from the Secretariat Building should use their own office. If this is not possible, staff members are encouraged to do so from designated areas in the North Garden. For safety reasons, no one will be permitted to view the fireworks display from the roof terraces overlooking the river.

4. There will be construction work in the Public Plaza and the access routes to and from the North Garden will therefore be limited. The Security Officers on duty

will direct viewers to the appropriate access routes and designated viewing areas. Members of delegations and staff members are requested not to bring in food or beverages and are reminded that the setting off of fireworks of any kind is prohibited. The United Nations will be patrolled by Security Officers and anyone inside the compound must abide by their instructions.

5. For the convenience of staff, the United Nations garage will be open and admittance will be on payment of the regular evening fee of $2.50 on presentation of a valid grounds pass. Cars will be permitted to enter through the 48th Street gate that evening. Since the FDR Drive might be closed for the duration of the display, staff members will be directed by Security Officers to the appropriate exits from the United Nations garage.

6. Members of delegations, staff and their families must leave the United Nations compound upon the conclusion of the fireworks display. In this regard, there will undoubtedly be some congestion in the elevators and at the gates and all concerned are requested to be patient.

7. In the event of an emergency, the nearest Security Officer should be notified. The Security Control Centre can be contacted at extension 3-6666.

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UNITED NATIONS

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ST/IC/1990/44
26 June 1990

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: UNITED NATIONS STAFF RELIEF COMMITTEE FOR THE VICTIMS OF THE EARTHQUAKE IN THE ISLAMIC REPUBLIC OF IRAN

1. The earthquake of 21 June 1990 in the north-west region of the Islamic Republic of Iran and its aftershocks have caused extreme devastation. Numerous cities and villages, commercial centres, public buildings, highways and dams were damaged or destroyed. There are thousands of casualties and over 500,000 people are homeless, without food, drinking water, power and medical care.

2. With the approval of the Secretary-General, the United Nations staff at Headquarters have established the United Nations Staff Relief Committee for the Victims of the Earthquake in the Islamic Republic of Iran. The Committee members are: Ms. M. Madarshahi, Ms. A. Hyrapetian, Mr. K. Khuzistani, Mr. N. Rathore, Ms. Y. Diaz, Mr. P. Montanare, Ms. A. Berrezoug, Mr. M. Jama, Mr. F. Ossandon, Mr. P. Boulle (Office of the United Nations Disaster Relief Co-ordinator (UNDRO)), Mr. H. d'Orville (United Nations Development Programme (UNDP)) and Ms. D. Smith (United Nations Children's Fund (UNICEF)).

3. Contributions in cash will be received by authorized staff members on behalf of the Committee beginning on 29 June 1990.

4. Funds collected from United Nations staff will be provided to UNDRO, which, in collaboration with UNICEF, will arrange for the purchase of the required medicine and medical supplies for the victims of the earthquake-stricken areas.

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Secretariat

ST/IC/1990/45
5 July 1990

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: PENSIONABLE REMUNERATION SCALE FOR STAFF IN THE PROFESSIONAL AND HIGHER CATEGORIES*

1. By resolution 44/199 of 21 December 1989, the General Assembly approved a modified procedure for adjusting the scale of pensionable remuneration for staff in the Professional and higher categories, pending a comprehensive review of the pensionable remuneration for this category of staff to be undertaken by the International Civil Service Commission (ICSC) in 1990. This procedure provides for the scale of pensionable remuneration to be adjusted on the same date as the net remuneration amounts (base salary plus post adjustment) of staff in the Professional and higher categories in New York are adjusted. The adjustment in pensionable remuneration shall reflect a uniform percentage equal to the weighted average percentage increase in total net remuneration in New York, as determined by ICSC; except for the amount of the first adjustment to the scale of pensionable remuneration due after 1 January 1990 which should be reduced by 2.8 percentage points. In addition, the General Assembly also decided that, with the introduction of the restructured salary scale for the Professional and higher categories (approved by the Assembly for implementation on 1 July 1990), a corresponding restructured scale of pensionable remuneration should be determined by ICSC and implemented as of the same date. By the same resolution, the General Assembly approved the consequential amendments to article 54 of the Regulations of the United Nations Joint Staff Pension Fund.

2. As indicated in information circular ST/IC/1990/10 of 7 February 1990, an adjustment to the scale of pensionable remuneration for the Professional and higher categories took place, with effect from 1 February 1990, following the implementation of a new class of post adjustment in New York.

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* Personnel Manual index No. 3301.



14

3. The implementation of the new salary structure, effective 1 July 1990, will result in an increase in the total net remuneration of staff in the Professional and higher categories. In accordance with the procedure described in paragraph 1 above, the Chairman of ICSC has promulgated a revised scale of pensionable remuneration applicable to staff in the Professional and higher categories, effective 1 July 1990. The revised scale reflects increases over the scale of pensionable remuneration, effective 1 April 1987, equal to the percentage variation in total net remuneration (base salary plus post adjustment), for each grade and step, of staff in the Professional and higher categories in New York during the period April 1987 through July 1990. The revised scale is reproduced in the annex to the present circular.

4. The July 1990 statements of earnings and deductions will reflect the changes in monthly pension contributions resulting from the implementation of the revised scale of pensionable remuneration.

5. Pending completion of a comprehensive review of the salaries and conditions of service of staff in the Field Service category, the current scale of pensionable remuneration applicable to this category of staff, effective 1 February 1990, remains unchanged.

Annex

PENSIONABLE REMUNERATION FOR STAFF IN THE PROFESSIONAL AND HIGHER CATEGORIES

(in United States dollars)

Effective 1 July 1990

| | | | | | | | STEPS | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Level | I | II | III | IV | V | VI | VII | VIII | IX | X | XI | XII | XIII | XIV | XV |
| Under-Secretary-General | | | | | | | | | | | | | | | | |
| USG | 130 560 | | | | | | | | | | | | | | | |
| Assistant Secretary-General | | | | | | | | | | | | | | | | |
| ASG | 120 800 | | | | | | | | | | | | | | | |
| Director | | | | | | | | | | | | | | | | |
| D-2 | 101 056 | 103 482 | 105 769 | 108 143 | 110 570 | 113 052 | | | | | | | | | | |
| Principal Officer | | | | | | | | | | | | | | | | |
| D-1 | 89 100 | 91 119 | 93 180 | 95 201 | 97 268 | 99 318 | 101 303 | 103 328 | 105 393 | | | | | | | |
| Senior Officer | | | | | | | | | | | | | | | | |
| P-5 | 79 095 | 80 908 | 82 643 | 84 412 | 86 244 | 87 943 | 89 754 | 91 842 | 93 712 | 95 466 | 97 253 | 99 073 | 100 927 | | | |
| First Officer | | | | | | | | | | | | | | | | |
| P-4 | 65 026 | 66 748 | 68 462 | 70 094 | 71 870 | 73 578 | 75 315 | 77 240 | 79 007 | 80 861 | 82 131 | 83 900 | 85 707 | 87 553 | 89 439 | |
| Second Officer | | | | | | | | | | | | | | | | |
| P-3 | 53 280 | 54 935 | 56 534 | 58 060 | 59 633 | 61 187 | 62 843 | 64 822 | 66 121 | 67 870 | 69 153 | 70 679 | 72 259 | 73 874 | 75 526 | |
| Associate Officer | | | | | | | | | | | | | | | | |
| P-2 | 43 063 | 44 439 | 45 742 | 47 139 | 48 534 | 49 807 | 51 194 | 52 820 | 54 361 | 55 753 | 56 833 | 57 934 | | | | |
| Assistant Officer | | | | | | | | | | | | | | | | |
| P-1 | 33 769 | 34 928 | 35 954 | 37 001 | 38 155 | 39 190 | 40 431 | 42 048 | 43 412 | 44 656 | | | | | | |

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Secretariat

ST/IC/1990/46
10 July 1990

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: SCALE FOR COMPUTING SEPARATION PAYMENTS FOR STAFF IN THE PROFESSIONAL AND HIGHER CATEGORIES AND FOR STAFF IN THE FIELD SERVICE CATEGORY*

1. The current procedure for adjusting the scale of separation payments (commutation of annual leave, repatriation grant, death grant and termination indemnity), approved by the General Assembly by its decision 36/459 and resolution 36/69, provides for the scale to be adjusted when the weighted average of post adjustments (WAPA) index moves upwards or downwards by 5 per cent, with the index being measured on 1 January and 1 July of each year and any adjustment due being effected on the subsequent 1 April and 1 October, respectively.

2. The last increase in the gross amounts of the scale for computing separation payments, which was announced in circular ST/IC/88/25, resulted in the establishment of a new base date of 1 January 1988 to measure WAPA index movement. The International Civil Service Commission (ICSC) announced that the latest measurement of the average WAPA index effected on 1 January 1990 indicated that the index had reached a level of 109.5 measured in relation to the base of 100 established as of 1 January 1988, or an increase of 9.5 per cent. Accordingly, the gross amounts in the scale for computing separation payments for staff in the Professional and higher categories are increased by 9.5 per cent, with effect from 1 April 1990. The resulting scale, showing gross amounts and their net equivalents after application of staff assessment at the dependency and single rates, is set out in annex I to the present circular.

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* Personnel Manual index No. 9090.

3. In information circular ST/IC/1990/11 dated 2 February 1990, staff members were informed of the decision of the General Assembly to approve, with effect from 1 July 1990, a new salary scale for staff in the Professional and higher categories (hereafter referred to as the base/floor salary scale). A copy of this scale was reproduced in that circular. By section G of resolution 44/198 of 21 December 1989, the General Assembly approved, with effect from 1 July 1990, a recommendation of ICSC that all separation payments other than the commutation of unused annual leave be calculated using the base/floor scale. ICSC also recommended, and the General Assembly approved, that (a) in order to avoid financial implications, the above measure should not be implemented until the current scale of separation payments had reached the level of, or exceeded the base/floor salary scale; and (b) the scale of separation payments should continue to be used during the intervening period for all separation payments other than commuted annual leave.

4. In 1989, when the ICSC recommended the measures outlined in paragraph 3 above to the General Assembly, the existing scale of separation payments, effective 1 April 1988, was lower than the base/floor salary scale approved by the General Assembly for implementation with effect from 1 July 1990. The revised scale of separation payments, effective 1 April 1990, annexed to the present circular is higher at all levels than the base/floor salary scale. In view of the above, ICSC at its thirty-first session (March 1990) decided that:

(a) The base/floor salary scale should be used for calculating separation payments, other than commuted annual leave, for those staff members appointed on or after 1 July 1990;

(b) The scale of separation payments, effective 1 April 1990, should be used for calculating separation payments, other than commuted annual leave, for those staff members on board prior to 1 July 1990, until the base/floor salary scale reached a level higher than the 1 April 1990 scale of separation payments, at which time the scale of separation payments would be abolished and separation payments, other than commuted annual leave, would be calculated on the basis of the base/floor salary scale.

5. At its thirty-first session, ICSC also decided that the procedure for adjusting the scale of separation payments mentioned in paragraph 1 above would be discontinued immediately after the revised scale of separation payments, effective 1 April 1990, goes into effect.

6. By section G of resolution 44/198 of 21 December 1989, the General Assembly also approved, with effect from 1 July 1990, a recommendation of ICSC that the lump sum payable in lieu of unused annual leave should be calculated on the basis of net remuneration (defined as net salary plus post adjustment) at the duty station from which the staff member separates rather than using the present scale of separation payments. Since the above measure is due for implementation, with effect from 1 July 1990, commutation of accrued annual leave for those staff members separating from service during the period 1 April to 30 June 1990, will be calculated on the basis of the revised scale of separation payments, effective 1 April 1990. Effective 1 July 1990, this entitlement will be calculated on the basis of the net remuneration at the duty station from which the staff member separates.

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7. In accordance with past practice, the scale for computing separation payments for staff in the Field Service category is also revised, with effect from 1 April 1990, to reflect the increase in the gross amounts of separation payments mentioned in paragraph 2 above. The resulting scale showing gross amounts and their net equivalents after application of staff assessment at the dependency and single rates is set out in annex II to the present circular. A comprehensive review of the conditions of service applicable to the Field Service category is currently being undertaken. Pending the outcome of this review, the revised scale of separation payments, effective 1 April 1990, will be used for the purpose of calculating all separation payments for this category of staff.

8. Those former staff members who left the service between 1 April and 31 May 1990 will be eligible to receive the retroactive increases that may result from the implementation of the revised scales upon presentation of a written claim to their former executive offices. Such claims must be made within one year of the date of issuance of the present circular.

Annex I

SCALE FOR COMPUTING SEPARATION PAYMENTS FOR THE PROFESSIONAL AND HIGHER CATEGORIES SHOWING ANNUAL GROSS AMOUNTS AND NET EQUIVALENTS AFTER APPLICATION OF STAFF ASSESSMENT

(In United States dollars)

Effective 1 April 1990

| Level | | STEP I | II | III | IV | V | VI | VII | VIII | IX | X | XI | XII | XIII |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Under-Secretary-General | | | | | | | | | | | | | | |
| USG | Gross | 131 538 | | | | | | | | | | | | |
| | Net D | 78 199 | | | | | | | | | | | | |
| | Net S | 68 998 | | | | | | | | | | | | |
| Assistant Secretary-General | | | | | | | | | | | | | | |
| ASG | Gross | 119 094 | | | | | | | | | | | | |
| | Net D | 71 728 | | | | | | | | | | | | |
| | Net S | 63 920 | | | | | | | | | | | | |
| Director | | | | | | | | | | | | | | |
| D-2 | Gross | 96 470 | 98 904 | 101 408 | 103 906 | | | | | | | | | |
| | Net D | 59 929 | 61 219 | 62 532 | 63 831 | | | | | | | | | |
| | Net S | 54 517 | 55 629 | 56 704 | 57 724 | | | | | | | | | |
| Principal Officer | | | | | | | | | | | | | | |
| D-1 | Gross | 82 434 | 84 738 | 87 002 | 89 261 | 91 557 | 93 884 | 96 145 | | | | | | |
| | Net D | 52 490 | 53 711 | 54 911 | 56 108 | 57 325 | 58 558 | 59 756 | | | | | | |
| | Net S | 48 102 | 49 155 | 50 190 | 51 222 | 52 272 | 53 335 | 54 368 | | | | | | |
| Senior Officer | | | | | | | | | | | | | | |
| P-5 | Gross | 72 857 | 74 705 | 76 537 | 78 359 | 80 189 | 82 026 | 83 820 | 85 582 | 87 363 | 89 123 | | | |
| | Net D | 47 343 | 48 341 | 49 330 | 50 314 | 51 300 | 52 274 | 53 225 | 54 158 | 55 102 | 56 035 | | | |
| | Net S | 43 526 | 44 422 | 45 310 | 46 194 | 47 076 | 47 916 | 48 736 | 49 541 | 50 355 | 51 159 | | | |
| First Officer | | | | | | | | | | | | | | |
| P-4 | Gross | 58 476 | 60 212 | 61 859 | 63 542 | 65 303 | 67 097 | 68 816 | 70 515 | 72 263 | 74 014 | 75 740 | 77 442 | |
| | Net D | 39 512 | 40 467 | 41 372 | 42 298 | 43 264 | 44 232 | 45 161 | 46 078 | 47 022 | 47 968 | 48 900 | 49 819 | |
| | Net S | 36 492 | 37 350 | 38 163 | 38 995 | 39 862 | 40 732 | 41 566 | 42 390 | 43 238 | 44 087 | 44 924 | 45 749 | |
| Second Officer | | | | | | | | | | | | | | |
| P-3 | Gross | 47 256 | 48 829 | 50 397 | 51 985 | 53 663 | 55 296 | 56 912 | 58 465 | 59 935 | 61 340 | 62 744 | 64 183 | 65 687 |
| | Net D | 33 186 | 34 083 | 34 976 | 35 881 | 36 838 | 37 763 | 38 652 | 39 506 | 40 314 | 41 087 | 41 859 | 42 651 | 43 471 |
| | Net S | 30 802 | 31 609 | 32 414 | 33 228 | 34 089 | 34 921 | 35 720 | 36 487 | 37 213 | 37 907 | 38 601 | 39 311 | 40 048 |
| Associate Officer | | | | | | | | | | | | | | |
| P-2 | Gross | 37 710 | 39 019 | 40 339 | 41 707 | 43 049 | 44 381 | 45 727 | 47 062 | 48 379 | 49 712 | 51 035 | | |
| | Net D | 27 599 | 28 371 | 29 150 | 29 957 | 30 749 | 31 535 | 32 314 | 33 075 | 33 826 | 34 586 | 35 340 | | |
| | Net S | 25 752 | 26 451 | 27 156 | 27 887 | 28 603 | 29 314 | 30 018 | 30 703 | 31 378 | 32 062 | 32 741 | | |
| Assistant Officer | | | | | | | | | | | | | | |
| P-1 | Gross | 28 308 | 29 533 | 30 776 | 31 953 | 33 170 | 34 404 | 35 696 | 36 928 | 38 133 | 39 303 | | | |
| | Net D | 21 884 | 22 656 | 23 423 | 24 141 | 24 884 | 25 636 | 26 411 | 27 138 | 27 848 | 28 539 | | | |
| | Net S | 20 537 | 21 245 | 21 948 | 22 605 | 23 284 | 23 972 | 24 677 | 25 335 | 25 978 | 26 603 | | | |

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Annex II

SCALE FOR COMPUTING SEPARATION PAYMENTS FOR FIELD SERVICE CATEGORY SHOWING ANNUAL GROSS AMOUNTS AND NET EQUIVALENTS AFTER APPLICATION OF STAFF ASSESSMENT

(In United States dollars)

Effective 1 April 1990

| Level | S T E P S | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | I | II | III | IV | V | VI | VII | VIII | IX | X | XI | XII | XIII |
| FS-7 Gross | 51 882 | 53 523 | 55 085 | 56 720 | 58 307 | 59 889 | 61 419 | 62 931 | 64 555 | 66 241 | | | |
| Net D | 35 823 | 36 758 | 37 647 | 38 546 | 39 419 | 40 289 | 41 130 | 41 962 | 42 855 | 43 770 | | | |
| Net S | 33 175 | 34 017 | 34 817 | 35 625 | 36 409 | 37 190 | 37 946 | 38 693 | 39 495 | 40 317 | | | |
| FS-6 Gross | 40 894 | 42 310 | 43 706 | 45 055 | 46 406 | 47 773 | 49 176 | 50 588 | 52 005 | 53 464 | | | |
| Net D | 29 477 | 30 313 | 31 137 | 31 931 | 32 701 | 33 481 | 34 280 | 35 085 | 35 893 | 36 724 | | | |
| Net S | 27 452 | 28 209 | 28 954 | 29 673 | 30 366 | 31 068 | 31 787 | 32 512 | 33 239 | 33 987 | | | |
| FS-5 Gross | 32 819 | 33 919 | 35 062 | 36 192 | 37 313 | 38 407 | 39 502 | 40 654 | 41 847 | 43 006 | 44 155 | 45 277 | 46 406 |
| Net D | 24 670 | 25 341 | 26 037 | 26 703 | 27 365 | 28 010 | 28 656 | 29 336 | 30 040 | 30 724 | 31 401 | 32 058 | 32 701 |
| Net S | 23 088 | 23 702 | 24 338 | 24 942 | 25 540 | 26 124 | 26 709 | 27 324 | 27 961 | 28 580 | 29 194 | 29 787 | 30 366 |
| FS-4 Gross | 27 429 | 28 346 | 29 296 | 30 265 | 31 181 | 32 097 | 33 041 | 33 990 | 34 970 | 35 947 | 36 917 | 37 866 | 38 809 |
| Net D | 21 330 | 21 908 | 22 506 | 23 112 | 23 670 | 24 229 | 24 805 | 25 384 | 25 982 | 26 559 | 27 131 | 27 691 | 28 247 |
| Net S | 20 029 | 20 559 | 21 108 | 21 663 | 22 174 | 22 685 | 23 212 | 23 741 | 24 288 | 24 811 | 25 329 | 25 835 | 26 339 |
| FS-3 Gross | 23 533 | 24 341 | 25 123 | 25 877 | 26 624 | 27 400 | 28 200 | 29 028 | 29 881 | 30 715 | 31 504 | 32 323 | 33 149 |
| Net D | 18 832 | 19 365 | 19 877 | 20 353 | 20 823 | 21 312 | 21 816 | 22 338 | 22 875 | 23 386 | 23 867 | 24 367 | 24 871 |
| Net S | 17 729 | 18 222 | 18 696 | 19 132 | 19 564 | 20 012 | 20 475 | 20 953 | 21 446 | 21 914 | 22 354 | 22 811 | 23 272 |
| FS-2 Gross | 20 621 | 21 289 | 21 964 | 22 629 | 23 315 | 24 025 | 24 737 | 25 427 | 26 097 | 26 768 | | | |
| Net D | 16 910 | 17 351 | 17 796 | 18 235 | 18 688 | 19 157 | 19 626 | 20 069 | 20 491 | 20 914 | | | |
| Net S | 15 949 | 16 358 | 16 770 | 17 176 | 17 595 | 18 029 | 18 464 | 18 872 | 19 259 | 19 647 | | | |
| FS-1 Gross | 18 192 | 18 717 | 19 242 | 19 775 | 20 424 | 21 021 | 21 619 | 22 211 | 22 809 | 23 419 | | | |
| Net D | 15 252 | 15 615 | 15 977 | 16 345 | 16 780 | 17 174 | 17 569 | 17 959 | 18 354 | 18 757 | | | |
| Net S | 14 388 | 14 731 | 15 074 | 15 423 | 15 829 | 16 194 | 16 559 | 16 921 | 17 286 | 17 659 | | | |

D = Rate applicable to staff members with a dependent spouse or child.
S = Rate applicable to staff members with no dependent spouse or child.



92

UNITED
NATIONS

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Secretariat

ST/IC/1990/47
11 July 1990

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for General Services

Subject: SHUTDOWN OF ELECTRICAL POWER IN THE GENERAL ASSEMBLY AND CONFERENCE BUILDINGS FROM 14 TO 16 JULY 1990

1. The purpose of the present circular is to inform staff members that there will be a shutdown of the electrical system covering the General Assembly and Conference Buildings from Saturday, 14 July 1990 at 4.30 p.m. until 6 a.m. on Monday, 16 July 1990. In addition, there will be no air conditioning from the first to the fifteenth floors of the Secretariat Building and the garage will be closed during that period. The shutdown is necessary to effect the required work on the short circuit protection programme of the United Nations. Every effort will be made to restore electrical services in the affected areas as soon as possible.

2. Staff members in the General Assembly and Conference Buildings are therefore requested to ensure that all computers, word processors, mini-computers, photocopiers and any other electrical equipment are unplugged on Friday, 13 July 1990 before leaving the office. Failure to do so may result in damage to the equipment. In addition, please note that there will be no lighting or elevator service in these buildings during the power shutdown.

3. Additional information concerning the electrical power shutdown may be obtained from the Buildings Management Service, Ext. 3.6176.

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UNITED
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Secretariat

ST/IC/1990/48
12 July 1990

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: (a) SALARY SCALES FOR STAFF IN THE GENERAL SERVICE AND PUBLIC INFORMATION ASSISTANT CATEGORIES AT HEADQUARTERS

(b) INTERIM SALARY ADJUSTMENT PROCEDURE FOR STAFF IN THE GENERAL SERVICE, TRADES AND CRAFTS, SECURITY SERVICE, PUBLIC INFORMATION ASSISTANT AND LANGUAGE TEACHER CATEGORIES AT HEADQUARTERS*

1. In accordance with the Staff Rules and Regulations of the United Nations, the Secretary-General approves and promulgates the salary scales applicable to the staff in the General Service and related categories. These scales are determined on the basis of the best prevailing local conditions for similar work. For this purpose the International Civil Service Commission (ICSC) conducts periodic surveys of local employers and makes recommendations to the Secretary-General.

2. As staff are aware, ICSC conducted such a survey for New York in October 1989. The preparatory phase for this survey was initiated in December 1988. A joint salary survey committee (JSSC) comprising representatives of the staff and administrations (United Nations, United Nations Development Programme/United Nations Population Fund (UNDP/UNFPA) and United Nations Children's Fund (UNICEF)) was established for this purpose. On the basis of the preparatory work carried out by JSSC, ICSC proceeded with the collection and analysis of data through interviews of employers. Representatives of the staff and administrations participated in these phases of the survey.

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* Personnel Manual index No. 3123.

3. The findings of the survey were reviewed by ICSC at its thirty-first session in March 1990. The representatives of the staff and administrations presented views on various aspects of the survey, including the selection of employers and jobs to be surveyed and the analysis of the data collected.

4. The salary scale recommended by ICSC for the General Service category reflected an overall weighted average percentage increase of 0.26 per cent over United Nations salaries in effect from 1 December 1988. Prior to the completion of the comprehensive survey, the salary scales for staff in the General Service and related categories had been increased, effective 1 November 1989, by 4.9 per cent, on the basis of the interim salary adjustment procedure applicable between comprehensive surveys to compensate for cost-of-living increases. The November 1989 scale for the General Service category, when compared to the new salary scale recommended by ICSC, thus reflected a gap of minus 4.6 per cent.

5. Meanwhile, as indicated in information circular ST/IC/1990/35 of 23 May 1990, on the recommendation of ICSC, dependency allowances for the staff in the General Service and related categories were revised, with effect from 1 October 1989, as follows:

| | $ |
|---|---|
| Dependent spouse allowance | 2 234 |
| Dependent child allowance | 989 |
| Except for the first dependent child of a single, widowed or divorced staff member | 2 234 |
| Secondary dependant's allowance | 898 |

6. The conclusions of the salary survey for the General Service category became a matter of concern to both the administrations and the staff. Staff members were informed by information circular ST/IC/1990/25, dated 12 April 1990, of the establishment of a special Joint Advisory Committee (JAC), composed of representatives of staff and administrations of the United Nations, UNDP/UNFPA and UNICEF. The Committee established a Working Group whose terms of reference were to review the conduct and the results of the salary survey for the General Service category. In the interim, the Secretary-General decided not to promulgate the salary scale recommended by ICSC pending review of the report to be prepared by the special JAC.

7. After several weeks of careful deliberation, the Working Group presented a report to the special JAC on 17 May 1990. In reviewing the report, JAC noted that a convergence of views had taken place and a consensus on a number of points under consideration had been reached.

8. While ICSC is responsible for the conduct of salary surveys at headquarters locations and for making recommendations thereon, the authority to implement salary scales for staff in the General Service and related categories in New York rests with the Secretary-General. While accepting the conclusions of the survey carried out by ICSC, the Secretary-General believes that he should exercise managerial judgement in the implementation of the survey results, in accordance with his responsibilities as chief executive of the United Nations. A consequent adjustment would enhance consistency between the 1989 survey and the previous survey.

9. In the light of the above, the Secretary-General has decided that the salary scale for staff in the General Service category in effect in November 1989 will apply with effect from 1 October 1989. The revised salary scale is annexed to the present circular.

10. As indicated in circular ST/IC/1990/35 of 23 May 1990, it was decided that the Public Information Assistant and Language Teacher categories would not be surveyed as part of the 1989 exercise.

11. On the occasion of the previous salary survey in 1984, the revised salary scale approved for staff in the Public Information Assistant category reflected increases equivalent to those granted to the General Service category. In its report to the March 1990 session of ICSC, the Commission's secretariat suggested that a similar procedure to that applied in 1984 could be used to revise the salary scale for the Public Information Assistant category. Accordingly, the Secretary-General has decided that the salary scale for staff in the Public Information Assistant category in effect in November 1989 will apply with effect from 1 October 1989. The revised salary scale is annexed to the present circular.

12. With regard to the Language Teacher category, it will be recalled that a separate survey for this category of staff was conducted in the fall of 1987. Given that a relatively short time had elapsed since the above survey, the Chairman of ICSC concurred with the recommendation of JSSC that that category not be surveyed as part of the 1989 exercise and be included in the next sur[illegible] to be conducted in New York.

13. On the basis of the recommendations made by ICSC in its report on its March 1990 session, the procedure for effecting interim adjustments of the salary scales for staff in General Service and related categories at Headquarters between comprehensive surveys has been revised to provide for adjustments in the net salaries of such staff by 100 per cent of the movement of the New York consumer price index (CPI) whenever the CPI has increased by 5 per cent or more over the level reached at the time of the previous revision of the salary scale, or every 12 months, whichever comes first. The effective date of implementation of the revised salary scales (1 October 1989) will be the base date for the purpose of measuring CPI movement.

14. The implementation of the revised salary scales outlined in the preceding paragraphs will be reflected in the end-of-July 1990 payroll. Those former staff members who left the service between 1 October 1989 and 30 June 1990 will be eligible to receive the retroactive increases that may result from the

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implementation of the revised salaries upon presentation of a written claim to their former executive offices. Such claims must be made within one year of the date of issuance of the present circular.

15. The Secretary-General has also decided that a special working group should be established to review all aspects of the General Service conditions of service at Headquarters and to report to him through the joint Chairpersons of JAC.

Annex

I. SALARY SCALE FOR GENERAL SERVICE CATEGORY AT HEADQUARTERS SHOWING ANNUAL GROSS AND NET AFTER APPLICATION OF STAFF ASSESSMENT

(In United States dollars)

Effective 1 October 1989

| | S | T | E | P | S | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Level | I | II | III | IV | V | VI | VII | VIII | IX | X | XI |
| 7 (Gross) | 39 974 | 41 691 | 43 408 | 45 124 | 46 867 | 48 638 | 50 408 | 52 178 | 53 948 | 55 719 | 57 489* |
| (Net) | 29 783 | 30 916 | 32 049 | 33 182 | 34 315 | 35 448 | 36 581 | 37 714 | 38 847 | 39 980 | 41 113 |
| 6 | 35 763 | 37 269 | 38 798 | 40 350 | 41 902 | 43 453 | 45 005 | 46 573 | 48 173 | 49 773 | 51 373* |
| | 26 959 | 27 983 | 29 007 | 30 031 | 31 055 | 32 079 | 33 103 | 34 127 | 35 151 | 36 175 | 37 199 |
| 5 | 31 986 | 33 349 | 34 712 | 36 075 | 37 438 | 38 826 | 40 230 | 41 635 | 43 039 | 44 444 | 45 848* |
| | 24 390 | 25 317 | 26 244 | 27 171 | 28 098 | 29 025 | 29 952 | 30 879 | 31 806 | 32 733 | 33 660 |
| 4 | 28 684 | 29 881 | 31 079 | 32 284 | 33 516 | 34 749 | 35 981 | 37 213 | 38 459 | 39 729 | 40 998* |
| | 22 079 | 22 917 | 23 755 | 24 593 | 25 431 | 26 269 | 27 107 | 27 945 | 28 783 | 29 621 | 30 459 |
| 3 | 25 683 | 26 761 | 27 849 | 28 936 | 30 023 | 31 110 | 32 203 | 33 322 | 34 441 | 35 560 | 36 679* |
| | 19 972 | 20 733 | 21 494 | 22 255 | 23 016 | 23 777 | 24 538 | 25 299 | 26 060 | 26 821 | 27 582 |
| 2 | 23 058 | 24 013 | 24 967 | 25 921 | 26 900 | 27 881 | 28 863 | 29 844 | 30 826 | 31 807* | |
| | 18 082 | 18 769 | 19 456 | 20 143 | 20 830 | 21 517 | 22 204 | 22 891 | 23 578 | 24 265 | |
| 1 | 20 672 | 21 535 | 22 397 | 23 260 | 24 122 | 24 985 | 25 847 | 26 730 | 27 617* | | |
| | 16 364 | 16 985 | 17 606 | 18 227 | 18 848 | 19 469 | 20 090 | 20 711 | 21 332 | | |

Increments: Salary increments within the levels will be awarded annually on the basis of satisfactory service.

Allowances:

Dependency allowances:

| | $ (Per annum) |
|---|---|
| Dependent spouse | 2 234 |
| Dependent child | 989 |
| Except for first dependent child of a single, widowed or divorced staff member | 2 234 |
| Secondary dependant | 898 |

Language allowance (to be included in pensionable remuneration):

| | $ |
|---|---|
| First additional language | 1 008 net |
| Second additional language | 504 net |

* Long-service step:

Step XI at levels 3 to 7, step X at level 2 and step IX at level 1, are long-service steps. The qualifying criteria for an in-grade increase to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade.

(b) The staff member's service should have been satisfactory.

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## II. SALARY SCALES FOR PUBLIC INFORMATION ASSISTANTS AND TOUR CO-ORDINATORS/SUPERVISORS AT HEADQUARTERS SHOWING ANNUAL GROSS AND NET AFTER APPLICATION OF STAFF ASSESSMENT

(In United States dollars)

Effective 1 October 1989

| | S | T | E | P | S |
|---|---|---|---|---|---|
| Type of post | I | II | III | IV | V |
| Public information assistant I (Gross) | 27 951 | 29 204 | | | |
| (Net) | 21 566 | 22 443 | | | |
| Public information assistant II | 30 576 | 31 944 | 33 351 | 34 760 | 36 169 |
| Tour co-ordinator a/ | 23 403 | 24 361 | 25 319 | 26 277 | 27 235 |
| Tour co-ordinator/supervisor b/ | 34 954 | 36 785 | 38 635 | 40 521 | 42 408 |
| | 26 409 | 27 654 | 28 899 | 30 144 | 31 389 |

a/ Includes new tour co-ordinators as of 1 July 1987.

b/ Includes tour co-ordinators on board as at 30 June 1987. Reserved to the Senior Tour Co-ordinator Supervisor as at 1 July 1987.

Increments: Salary increments within the levels will be effective on the first day of the pay period in which satisfactory service requirements are completed as follows:

| | |
|---|---|
| Public information assistant I | 6 months |
| Public information assistant II | 12 months |

No increments shall be paid in the case of staff members whose service will cease during the month in which the increment would ordinarily have been due.

Reserve guides: They will be paid by the day in accordance with the above rates.

Allowances:

Dependency allowances:

| | $ (Per annum) |
|---|---|
| Dependent spouse | 2 234 |
| Dependent child | 989 |
| Except for first dependent child of a single, widowed or divorced staff member | 2 234 |
| Secondary dependant | 898 |

Language allowance: Not entitled.

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UNITED NATIONS

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Secretariat

ST/IC/1990/49
12 July 1990

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: 1990 COMPETITIVE EXAMINATION FOR PROMOTION TO THE PROFESSIONAL CATEGORY OF STAFF MEMBERS FROM OTHER CATEGORIES

1. In accordance with paragraph 14 of administrative instruction ST/AI/362, the following information is provided on the format and procedures for the 1990 competitive examination for promotion to the Professional category of staff members from other categories. As noted in paragraph 3 of that instruction, the following occupational groups have been selected:

(a) Administration, which covers work such as that of administrative officers, personnel officers, budget officers and project management officers;

(b) Economics, which covers work such as that of economists, specialists in transnational corporations and specialists in industrial development;

(c) Engineering, architecture and related work, which covers work such as that of electrical engineers and telecommunications engineers;

(d) Library and related work, which covers work such as that of librarians and records management officers;

(e) Political affairs and related work, which covers work such as that of political affairs officers and liaison officers;

(f) Public information, which covers work such as that of information officers and press officers.

## A. Written examination

2. The written examination accounts for 80 per cent of the total number of points available for each occupational group and will consist of two parts: a general paper (four hours) and a specialized paper (four hours) related to the occupation group concerned. An examination booklet will be distributed to the candidates at the beginning of each part of the examination. The examination must be written with dark blue or black pen only in the designated parts of each booklet.

3. The general paper comprises three sections:

(a) Section 1 will test candidates' ability to analyse a problem. This section consists of a text and questions based on the text. The time recommended for this section is 1 hour and 20 minutes and it has a co-efficient of 10 per cent of the marks assigned to the examination;

(b) Section 2 consists of a text of a speech or a report. Candidates will be asked to summarize the text, reducing it to approximately one third of its length. The summary will be evaluated for comprehension, accuracy and clarity of thought. The time recommended for this section is 1 hour and 20 minutes and it has a co-efficient of 10 per cent of the marks assigned to the examination;

(c) Section 3 deals with questions on international relations. Candidates may choose any 10 among 12 questions offered. The time recommended for this section is 1 hour and 10 minutes and it has a co-efficient of 10 per cent of the marks assigned to the examination.

4. The specialized paper, which tests substantive knowledge of the occupational group concerned, consists of 3 essay-type exercises and 10 short-answer type questions. All essays and questions are mandatory. The total time recommended for this part is four hours and it has a co-efficient of 50 per cent of the marks assigned to the examination.

5. As stated in paragraph 24 of administrative instruction ST/AI/362, candidates participating in the examination shall be permitted to take the examination in any of the working languages of the regional commissions, with due regard to the requirement of proficiency in one of the working languages of the Secretariat. In order to demonstrate such proficiency, all candidates will have to take section 2 (drafting test) in either English or French. Alternatively, candidates may elect to take the entire written examination (parts 1 and 2) in a working language of a commission other than English or French and sit for a special language test in either English or French. This test consists of two parts covering, respectively, reading and writing abilities. The duration of the test is 2 hours and 30 minutes. The special language test will be administered on the most appropriate date, taking into account cost and the schedule of the specialized examinations of the candidates convoked. All candidates taking the test will be informed of the special test date in their letter of convocation.

6. The exact time of the examinations will be adjusted for each examination centre, taking into account the various time zones, and will be communicated to

each candidate. Candidates should arrive at the examination room in each centre at least half an hour in advance of the scheduled starting time and have with them a United Nations identification document, their convocation letter and pens.

7. The written examinations will be held in the designated examination centres for the occupations mentioned in paragraph 1 on the following dates:

| | |
|---|---|
| Library and related work | Wednesday, 12 September |
| Political affairs | Thursday, 13 September |
| Administration | Saturday, 15 September |
| General paper | Monday, 17 September |
| Public information | Tuesday, 18 September |
| Economics | Wednesday, 19 September |
| Special language test | To be announced |

The specialized examination of engineering, architecture and related work will be held in November 1990. The precise date and timing of the examination will be announced in a forthcoming information circular.

## B. Oral examination

8. Candidates may be convoked for an oral examination in accordance with paragraph 14 of administrative instruction ST/AI/362. Candidates serving at duty stations away from Headquarters will take this part of the examination either in New York or at another location, depending on circumstances. At locations away from Headquarters, the oral examination will be conducted by a board consisting of at least three members of the relevant board of examiners, including an ex officio member.

9. The oral examination is scheduled to be held in March 1991.

10. Candidates will take the oral examination either in English or French, the working languages of the Secretariat, in accordance with the preference stated in their original application. The oral examination accounts for 20 per cent of the total number of points available.

11. The standardized format of the oral examination will include a 5- to 10-minute presentation of a general nature on a topic broadly related to the occupational group concerned. Each candidate will draw two topics at random from a selection prepared in advance and choose one of the topics. The candidate will then have 15 minutes to prepare an oral presentation on the selected topic. Following the presentation, the Board of Examiners will have an opportunity to ask three questions for clarification or amplification of any of the points made by the

candidate. After the presentation and related questions, the Board will ask seven other questions of a general nature also broadly related to the occupation.

12. The presentation and responses to the questions of the oral examination will be evaluated in accordance with a rating scale designed to assess the candidate's ability to comprehend topics and questions, to communicate with others and to present and illustrate with examples his or her views in a clear, logical and understandable way. In order to ensure consistency, the marking will be done separately by each member of the Board immediately after each oral examination and without relation to the grading of the written examination. The presentation will account for 45 per cent of the points assigned to the oral examination, the answers to the requests for clarification or amplification for 15 per cent and the answers to the seven other questions for 40 per cent.

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UNITED NATIONS

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Secretariat

ST/IC/1990/50
13 July 1990

INFORMATION CIRCULAR

To: Members of the staff

From: The Under-Secretary-General for Administration and Management

Subject: COMPOSITION OF THE PANEL ON DISCRIMINATION AND OTHER GRIEVANCES AT HEADQUARTERS*

1. In accordance with the procedure set out in administrative instruction ST/AI/308/Rev.1, the Secretary-General, on the recommendation of the Joint Advisory Committee, has appointed the following staff members to serve as members of the Panel at Headquarters for a term of one year effective 16 July 1990:

Name

Mr. John Adam

Mr. Jose Golfarini

Mr. Willard Hass

Mr. Bernard Isenberg

Ms. June Knesl

Ms. Ellen Lukas

Ms. Mehri Madarshahi

2. Mr. Majed Fayad has been appointed Co-ordinator of the Panel.

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* Personnel Manual index No. 11020.

90-16668 1592i (E)

UNITED
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Secretariat

ST/IC/1990/51
19 July 1990

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for General Services

Subject: TELEPHONE COMMUNICATION SERVICES TO THE UNITED NATIONS OFFICE AT GENEVA, THE UNITED NATIONS OFFICE AT VIENNA AND THE ECONOMIC COMMISSION FOR LATIN AMERICA AND THE CARIBBEAN

1. The purpose of the present circular is to inform staff members of the recently completed upgrade of the telephone services between United Nations Headquarters and the United Nations Office at Geneva, the United Nations Office at Vienna and the Economic Commission for Latin America and the Caribbean (ECLAC). Telephone access to these locations has been made more convenient and efficient by allowing the direct dialling of an extension without operator assistance.

2. Access to these offices can be made by dialling a two-digit prefix, waiting for the dial tone from the remote telephone system and then dialling the four-digit extension number. The prefixes to access these offices are as follows:

| | | |
|---|---|---|
| UNOG | (Geneva) | 26 |
| UNOV | (Vienna) | 28 |
| ECLAC | (Santiago) | 29 |

If the extension of the party to be called is not known prior to placing the call, operator assistance can be obtained at Headquarters by dialling "0".

3. United Nations Offices at Geneva outside the Palais des Nations, such as the specialized agencies, as well as other Geneva numbers, can be accessed by using the following procedure:

(a) Dial 26 and wait for the dial tone from the United Nations Office at Geneva's telephone system;

(b) Dial zero and wait for the "outside" Geneva dial tone;

(c) Dial the seven-digit Geneva telephone number.

4. The direct dial feature for Vienna telephone numbers outside the United Nations Office at Vienna is not available at the present time.

5. Calls to Santiago, outside the ECLAC office can be made as follows:

(a) Dial 29 and wait for the dial tone from the ECLAC telephone system;

(b) Dial 9 and wait for the outside dial tone from the city exchange;

(c) Dial the seven-digit Santiago telephone number.

6. As the number of access lines is limited, staff members are requested to keep the calls short and to the minimum.

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UNITED NATIONS

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Secretariat

ST/IC/1990/52
25 July 1990

INFORMATION CIRCULAR

To: Members of the staff

From: The Under-Secretary-General for Administration and Management

Subject: MEMBERSHIP OF THE JOINT ADVISORY COMMITTEE AT HEADQUARTERS*

1. The Joint Advisory Committee at Headquarters consists of four members representing the Administration (the Under-Secretary-General for Administration and Management, the Assistant Secretary-General for Human Resources Management, the Director, Office of the Under-Secretary-General, Department of Administration and Management, and the Director, Staff Administration and Training Division) and four members of the Staff Committee, in order of rank, representing the staff. Following the return from mission of Mr. M. Ahtisaari and Mr. C. Thornberry, the membership of the Committee is as follows:

| Administration representatives | Staff representatives |
|---|---|
| Mr. Martti Ahtisaari (Co-Chairman) | Mr. Lowell Flanders (Co-Chairman) |
| Mr. Kofi Annan | Ms. Gail Bindley-Taylor |
| Mr. Cedric Thornberry | Mr. Franco Ercolini |
| Mr. Federico Riesco | Mr. Enrique Renard |

2. Mr. Joachim Bilger is Acting Secretary to the Joint Advisory Committee.

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* Personnel Manual index No. 8080.

90-17430 2167a (E)

UNITED NATIONS

ST

Secretariat

ST/IC/1990/53
26 July 1990

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: POST ADJUSTMENT CLASSIFICATION FOR NEW YORK*

1. In information circular ST/IC/1990/11 of 2 February 1990, staff members were informed of the decision of the General Assembly to approve, with effect from 1 July 1990, a new salary scale for staff in the Professional and higher categories. This scale reflects, inter alia: (a) an overall average increase in total net emoluments (base salary plus post adjustment) of 5 per cent at the base of the system, New York; and (b) elimination of regressivity in the post adjustment system. The revised salary scale is reproduced in annex I to the present circular.

2. By annex III, section B, of resolution 44/198 of 21 December 1989, the General Assembly decided that upon implementation on 1 July 1990 of the revised salary scale, revised post adjustment multipliers and post adjustment indices would be established at each duty station. By the same resolution, the Assembly decided that the revised post adjustment multiplier for New York should be determined in such a way so as to ensure that the revised total net emoluments (revised net base salary plus revised post adjustment) for staff in the Professional and higher categories serving in New York reflect, on an overall average basis, a 5 per cent adjustment.

3. In accordance with the procedure described in paragraph 2 above, the International Civil Service Commission (ICSC) has determined that post adjustment multiplier 47.4 should apply for staff in the Professional and higher categories serving in New York with effect from 1 July 1990. The Secretary-General, accordingly, has authorized the implementation of post adjustment multiplier 47.4, as of that date.

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* Personnel Manual index No. 3181.

4. The annual amounts of post adjustment at multiplier 47.4 for each salary level and step are shown in annex II to the present circular.

5. Prior to the implementation of the revised salary structure, the ratio of post adjustment amount per index point to net base salary varied from approximately 0.9 per cent to 0.8 per cent at the P-1 to Under-Secretary-General levels, respectively. With the elimination of regressivity in the post adjustment system, this ratio has been set at 1 per cent of net base salary, i.e., effective 1 July 1990, one point of adjustment equals 1 per cent of net base salary at each level and step of the scale. As a result, it will no longer be necessary to publish a schedule of post adjustment showing amounts per index point for all levels and steps of the scale.

6. A sample showing the calculation of post adjustment under the revised salary scale, effective 1 July 1990, is provided in annex III to the present circular.

Annex I

SALARY SCALE FOR THE PROFESSIONAL AND HIGHER CATEGORIES SHOWING ANNUAL GROSS SALARIES AND NET EQUIVALENTS AFTER APPLICATION OF STAFF ASSESSMENT

(In United States dollars)

Effective 1 July 1990

| Level | | STEP I | II | III | IV | V | VI | VII | VIII | IX | X | XI | XII | XIII | XIV | XV |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| USG | Gross | 121 635 | | | | | | | | | | | | | | |
| | Net D | 73 050 | | | | | | | | | | | | | | |
| | Net S | 65 255 | | | | | | | | | | | | | | |
| ASG | Gross | 110 000 | | | | | | | | | | | | | | |
| | Net D | 67 000 | | | | | | | | | | | | | | |
| | Net S | 60 485 | | | | | | | | | | | | | | |
| D-2 | Gross | 89 189 | 91 251 | 93 313 | 95 375 | 97 438 | 99 500 | | | | | | | | | |
| | Net D | 56 070 | 57 163 | 58 256 | 59 349 | 60 442 | 61 535 | | | | | | | | | |
| | Net S | 51 423 | 52 369 | 53 316 | 54 262 | 55 209 | 56 156 | | | | | | | | | |
| D-1 | Gross | 78 333 | 80 068 | 81 834 | 83 600 | 85 366 | 87 132 | 88 898 | 90 664 | 92 430 | | | | | | |
| | Net D | 50 300 | 51 236 | 52 172 | 53 108 | 54 044 | 54 980 | 55 916 | 56 852 | 57 788 | | | | | | |
| | Net S | 46 393 | 47 236 | 48 047 | 48 857 | 49 668 | 50 479 | 51 289 | 52 100 | 52 910 | | | | | | |
| P-5 | Gross | 68 611 | 70 180 | 71 748 | 73 317 | 74 885 | 76 454 | 78 022 | 79 591 | 81 181 | 82 779 | 84 377 | 85 975 | 87 574 | | |
| | Net D | 45 050 | 45 897 | 46 744 | 47 591 | 48 438 | 49 285 | 50 132 | 50 979 | 51 826 | 52 673 | 53 520 | 54 367 | 55 214 | | |
| | Net S | 41 659 | 42 423 | 43 186 | 43 950 | 44 714 | 45 478 | 46 242 | 47 006 | 47 747 | 48 481 | 49 214 | 49 948 | 50 681 | | |
| P-4 | Gross | 55 818 | 57 320 | 58 822 | 60 324 | 61 825 | 63 327 | 64 829 | 66 356 | 67 885 | 69 415 | 70 944 | 72 474 | 74 004 | 75 533 | 77 063 |
| | Net D | 38 050 | 38 876 | 39 702 | 40 528 | 41 354 | 42 180 | 43 006 | 43 832 | 44 658 | 45 484 | 46 310 | 47 136 | 47 962 | 48 788 | 49 614 |
| | Net S | 35 346 | 36 091 | 36 836 | 37 581 | 38 325 | 39 070 | 39 815 | 40 560 | 41 305 | 42 050 | 42 795 | 43 540 | 44 285 | 45 030 | 45 775 |
| P-3 | Gross | 45 088 | 46 449 | 47 811 | 49 172 | 50 533 | 51 895 | 53 256 | 54 618 | 56 015 | 57 425 | 58 836 | 60 247 | 61 658 | 63 069 | 64 480 |
| | Net D | 31 950 | 32 726 | 33 502 | 34 278 | 35 054 | 35 830 | 36 606 | 37 382 | 38 158 | 38 934 | 39 710 | 40 486 | 41 262 | 42 038 | 42 814 |
| | Net S | 29 825 | 30 528 | 31 230 | 31 933 | 32 635 | 33 338 | 34 040 | 34 743 | 35 443 | 36 143 | 36 843 | 37 543 | 38 242 | 38 942 | 39 642 |
| P-2 | Gross | 35 831 | 37 007 | 38 183 | 39 359 | 40 536 | 41 712 | 42 888 | 44 064 | 45 249 | 46 467 | 47 684 | 48 902 | | | |
| | Net D | 26 490 | 27 184 | 27 878 | 28 572 | 29 266 | 29 960 | 30 654 | 31 348 | 32 042 | 32 736 | 33 430 | 34 124 | | | |
| | Net S | 24 856 | 25 488 | 26 119 | 26 751 | 27 383 | 28 014 | 28 646 | 29 277 | 29 908 | 30 537 | 31 165 | 31 793 | | | |
| P-1 | Gross | 26 857 | 27 916 | 28 975 | 30 034 | 31 128 | 32 221 | 33 315 | 34 408 | 35 519 | 36 649 | | | | | |
| | Net D | 20 970 | 21 637 | 22 304 | 22 971 | 23 638 | 24 305 | 24 972 | 25 639 | 26 306 | 26 973 | | | | | |
| | Net S | 19 779 | 20 394 | 21 009 | 21 624 | 22 238 | 22 851 | 23 465 | 24 078 | 24 689 | 25 296 | | | | | |

D = Rate applicable to staff members with a dependent spouse or child.

S = Rate applicable to staff members with no dependent spouse or child.

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Annex II

POST ADJUSTMENT MULTIPLIER 47.4

(In United States dollars)

Effective 1 July 1990

| Level | | I | II | III | IV | V | VI | VII | VIII | IX | X | IX | XII | XIII | XIV | XV |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | S | T | E | P | S | | | | | | |
| USG | D | 34 625.70 | | | | | | | | | | | | | | |
| | S | 30 930.87 | | | | | | | | | | | | | | |
| ASG | D | 31 758.00 | | | | | | | | | | | | | | |
| | S | 28 669.99 | | | | | | | | | | | | | | |
| D-2 | D | 26 577.18 | 27 095.26 | 27 613.34 | 28 131.43 | 28 649.51 | 29 167.59 | | | | | | | | | |
| | S | 24 374.50 | 24 822.91 | 25 271.78 | 25 720.19 | 26 169.07 | 26 617.94 | | | | | | | | | |
| D-1 | D | 23 842.20 | 24 285.86 | 24 729.53 | 25 173.19 | 25 616.86 | 26 060.52 | 26 504.18 | 26 947.85 | 27 391.51 | | | | | | |
| | S | 21 990.28 | 22 389.86 | 22 774.28 | 23 158.22 | 23 542.63 | 23 927.05 | 24 310.99 | 24 695.40 | 25 079.34 | | | | | | |
| P-5 | D | 21 353.70 | 21 755.18 | 22 156.66 | 22 558.13 | 22 959.61 | 23 361.09 | 23 762.57 | 24 164.05 | 24 565.52 | 24 967.00 | 25 368.48 | 25 769.96 | 26 171.44 | | |
| | S | 19 746.37 | 20 108.50 | 20 470.16 | 20 832.30 | 21 194.44 | 21 556.57 | 21 918.71 | 22 280.84 | 22 632.08 | 22 979.99 | 23 327.44 | 23 675.35 | 24 022.79 | | |
| P-4 | D | 18 035.70 | 18 427.22 | 18 818.75 | 19 210.27 | 19 601.80 | 19 993.32 | 20 384.84 | 20 776.37 | 21 167.89 | 21 559.42 | 21 950.94 | 22 342.46 | 22 733.99 | 23 125.51 | 23 517.04 |
| | S | 16 754.00 | 17 107.13 | 17 460.26 | 17 813.39 | 18 166.05 | 18 519.18 | 18 872.31 | 19 225.44 | 19 578.57 | 19 931.70 | 20 284.83 | 20 637.96 | 20 991.09 | 21 344.22 | 21 697.35 |
| P-3 | D | 15 144.30 | 15 512.12 | 15 879.95 | 16 247.77 | 16 615.60 | 16 983.42 | 17 351.24 | 17 719.07 | 18 086.89 | 18 454.72 | 18 822.54 | 19 190.36 | 19 558.19 | 19 926.01 | 20 293.84 |
| | S | 14 137.05 | 14 470.27 | 14 803.02 | 15 136.24 | 15 468.99 | 15 802.21 | 16 134.96 | 16 468.18 | 16 799.98 | 17 131.78 | 17 463.58 | 17 795.38 | 18 126.71 | 18 458.51 | 18 790.31 |
| P-2 | D | 12 556.26 | 12 885.22 | 13 214.17 | 13 543.13 | 13 872.08 | 14 201.04 | 14 530.00 | 14 858.95 | 15 187.91 | 15 516.86 | 15 845.82 | 16 174.78 | | | |
| | S | 11 781.74 | 12 081.31 | 12 380.41 | 12 679.97 | 12 979.54 | 13 278.64 | 13 578.20 | 13 877.30 | 14 176.39 | 14 474.54 | 14 772.21 | 15 069.88 | | | |
| P-1 | D | 9 939.78 | 10 255.94 | 10 572.10 | 10 888.25 | 11 204.41 | 11 520.57 | 11 836.73 | 12 152.89 | 12 469.04 | 12 785.20 | | | | | |
| | S | 9 375.25 | 9 666.76 | 9 958.27 | 10 249.78 | 10 540.81 | 10 831.37 | 11 122.41 | 11 412.97 | 11 702.59 | 11 990.30 | | | | | |

D = Rate of post adjustment applicable to staff members with a dependent spouse or child.

S = Rate of post adjustment applicable to staff members with no dependent spouse or child.

Annex III

SAMPLE CALCULATION OF NET SALARY

The following example illustrates the calculation of post adjustment and total net salary under the revised scale, effective 1 July 1990, for a staff member with a dependent spouse or child at the P-4, step VI level in New York:

| | | | United States dollars per annum |
|---|---|---|---|
| (a) | Net base salary | | 42 180.00 |
| (b) | Post adjustment | | |
| | (i) Amount per index point (1% of 42,180) | 421.8 | |
| | (ii) Multiplier | 47.4 | |
| | (iii) Annual amount ((i) X (ii)) | | 19 993.32 |
| (c) | Total net salary ((a) + (b) (iii)) | | 62 173.32 |

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UNITED
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Secretariat

ST/IC/1990/54
1 August 1990

INFORMATION CIRCULAR

To: Members of the staff at Headquarters
Members of Permanent Missions to the United Nations

From: The Assistant Secretary-General for Human Resources Management

Subject: LANGUAGE TRAINING PROGRAMME - ACADEMIC YEAR 1990/91

1. Language training courses in Arabic, Chinese, English, French, Russian and Spanish are organized in order to promote linguistic balance within the Secretariat as mandated by General Assembly resolution 2480 B (XXIII) of 21 December 1968. The purpose of these courses is to provide staff members with the opportunity to achieve proficiency in other official languages, bearing in mind their needs and their office hours. The United Nations language proficiency examination is the official test of a staff member's knowledge of a language and may be taken both by participants who have completed the last level of a language course and by staff members who have achieved proficiency from outside sources.

## I. ELIGIBILITY

2. (a) All staff members who have appointments for at least six months beyond the deadline of the registration period for the term in question may register for language courses. Priority for admission is given to staff members; members of permanent missions to the United Nations will be admitted as space permits. Applications from other categories of non-staff members (consultants, staff of non-governmental organizations, press correspondents accredited to the United Nations and staff of other organizations of the common system) will be considered in the light of available resources (see para. 6 below for information on fees);

(b) Consular staff, spouses and children of staff members and personnel from permanent missions and consulates are not admitted to United Nations language courses. However, the Hospitality Committee for United Nations delegations offers courses for spouses of staff members, for spouses of members of missions and for consular staff. Further information about these courses may be obtained from

Mr. Frank Werth, Hospitality Committee Language School, General Assembly Building, room GA-101, telephone (212) 755-1685.

## II. REGISTRATION

Procedure

3. (a) New participants in the programme may register for a language course by filling out a registration form, which may be obtained from the Language Training Programme, room S-606, during the established registration period, and returning it to the same room before the published deadline. Those who have some prior knowledge of the language they wish to study must make an appointment for a placement test at the time of registration;

(b) Once registered in a language course, participants will be given an opportunity in class before the end-of-term examination to renew their registration for regular courses in subsequent terms. Participants who fail to re-register at that time will be dropped from the programme, unless they have submitted a written explanation of their special circumstances to the appropriate language co-ordinator;

(c) All those who wish to participate in conversation classes must fill out the appropriate registration form, which may be obtained in room S-606 during the established registration period. Please note that participants in conversation classes will be required to pay a fee of $50 for each conversation course. Applicants will be given detailed information concerning the payment of this fee when they register for these courses in room S-606 during the registration period;

(d) Returning participants who have been absent from a course of study for two terms or more will be required to take a placement test in order to re-enrol in the programme;

(e) Registration for the first term of academic year 1990/91 is scheduled for 27 August to 7 September 1990 from 1 to 3 p.m. in room S-606.

Registration for the second and third terms will take place in November 1990 and March 1991. The exact dates will be announced during the month preceding the registration period.

Language of study

4. Prospective participants should exercise particular care in choosing the language in which they wish to take either a regular or an accelerated course, for they may only register for one such course each term and may not interrupt a course of study in one language in order to begin studying another without the authorization of the Training Service.

Notification of enrolment

5. Staff members and other participants whose registration is current or who have registered within the established registration period should check the class lists which will be posted on the sixth floor of the Secretariat building and on the second floor of the DC2 building during the week before the beginning of each term.

Tuition fees

6. (a) Members of the United Nations Secretariat and staff of other organizations of the common system are admitted to regular and accelerated language courses free of charge. Tuition fees of $150 per term for each regular or accelerated course are payable by non-staff members referred to in paragraph 2 (a) above. In accordance with section XVII of General Assembly resolution 36/235 of 18 December 1981, accredited (diplomatic) staff of permanent missions at Headquarters may enrol free of charge in regular and accelerated language courses during the established registration periods. All other staff of permanent missions (administrative, technical and service) will be charged the standard fee. No tuition fees will be refunded after the second week of classes;

(b) As noted in paragraph 3 (c) above, all those who wish to participate in conversation classes will be required to pay a fee of $50;

(c) Any participant who repeats a regular or accelerated course at any level will be charged the standard fee; however, the fee will not be chargeable to participants who need to repeat a course as a result of absences of three weeks or more attributable either to certified sick leave or to a mission assignment of which they were unaware at the time they enrolled in the course. Participants who have been assigned to mission service must provide written notification from their executive/administrative officer or, in the case of mission personnel, their supervisor, giving particulars of the dates and duration of the assignment.

## III. COURSE CALENDAR

7. The 1990/91 course calendar is as follows:

(a) First term of 1990/91

| | |
|---|---|
| Language classes: | 17 September-7 December 1990 |
| End-of-term examinations: | 10-14 December 1990 |

(b) Second term of 1990/91

| | |
|---|---|
| Language classes: | 7 January-29 March 1991 |
| End-of-term examinations: | 1-5 April 1991 |

(c) Third term of 1990/91

| | |
|---|---|
| Language classes: | 22 April-12 July 1991 |
| End-of-term examinations: | 15-19 July 1991 |

## IV. DESCRIPTION OF THE LANGUAGE TEACHING PROGRAMME

8. Four types of courses are offered each term: regular, accelerated, conversation and language study workshops. The Training Service also designs and conducts special language training courses to meet specific language needs of departments.

9. (a) Depending on the level, regular courses meet for one-hour periods, three or four times a week, with the lower levels receiving extra laboratory work each week, starting in the second week of the term;

(b) Classes are offered at the following times:

Before work: 8.30 a.m.

Lunch hour: 12 p.m.
1 p.m.
2 p.m.

After work: 5.45 p.m. (6.15 p.m. during the General Assembly session)

It should be noted that not all levels of a given language are offered at each of these times. Draft schedules, available in room S-606, should be consulted at the time of registration. Every effort will be made to place registrants according to the time preferences they indicate; however, because the number of places in lunch-hour courses is limited, there is no guarantee that registrants will be given the time they have chosen.

Accelerated courses

10. Accelerated courses are offered as an intensive alternative to the regular programme. Classes meet five days a week from 9.15 to 10.15 a.m. Written authorization is required for staff members wishing to take such courses. This authorization must be renewed each time the staff member re-registers for an accelerated course.

Conversation courses

11. Conversation courses are provided for staff members who have passed the language proficiency examination or who have a sufficiently advanced knowledge of the language. Those enrolled in the upper four levels of a language programme are also eligible to participate. The purpose of these courses is to develop oral expression and to supplement the instruction provided in the other courses. Conversation classes meet for either one or two hours before or after work. As mentioned in paragraph 6 (b) above, all participants in conversation classes will be required to pay a fee of $50 per course per term.

## V. LANGUAGE STUDY WORKSHOPS

Guided self-study workshops

12. Guided self-study workshops in English and in French are offered to staff members who wish to develop a means of maintaining or improving their language skills on their own. With guidance from the workshop teacher, participants will develop a greater awareness of their personal language learning strategies, try out new ones and use those that are most effective for them. These workshops generally meet for one hour a week.

Oral skills workshop

13. The oral skills workshop in English is offered to staff members who wish to focus on improving their English pronunciation. There are two sessions a week, of one hour each, including practice in the language laboratory under the guidance of the workshop teacher.

Advanced writing

14. Advanced writing workshops in the working languages of the Secretariat at Headquarters, English and French, are available to those staff members who have passed the language proficiency examination and whose function requires them to write. The objective of these courses is to develop the participants' ability to write clearly, concisely and correctly, using the style appropriate to United Nations letters and memoranda. The workshops generally meet from 3 to 5 p.m. one day a week. Staff members wishing to take such courses must have written authorization.

## VI. ADDITIONAL INFORMATION

Lunch-hour attendance of language courses

15. Staff members attending classes during their lunch hour are allowed 20 minutes for a quick meal before resuming their work.

Language laboratory

16. The Training Service operates a language laboratory (room DC2-203), consisting of a teaching laboratory and a laboratory for individual study. The hours during which the language laboratory is open are posted on the bulletin board on the second floor of the DC2 building at the beginning of each term.

Absenteeism

17. Participants who fail to attend class during the first week of the term will automatically be dropped from the class lists, and their places may be allotted to persons on the waiting list. Absences from class should be explained in writing to the appropriate language co-ordinator.

Course materials

18. Participants will be informed on the first day of class of the materials that will be used during the course. It should be noted that course materials produced by the Training Service are intended for use exclusively by participants in the language courses offered by the Service.

Examinations

19. (a) Examination schedules are posted during the last month of classes. Examinations are an integral part of the teaching programme, and it is mandatory to take them. Participants who do not sit for the end-of-term examination will be dropped from the programme, unless they have submitted adequate written explanation to the appropriate co-ordinator in advance of their absence;

(b) Participants who are prevented by compelling circumstances from taking the examination as scheduled and who wish to request a make-up examination should write a memorandum to the co-ordinator of the language they are studying. Those who are authorized will be notified of the exact date of the make-up examination;

(c) Examinations are given after the last week of classes for regular and accelerated courses to determine whether a participant will pass to a higher level or repeat the course. The examinations consist of written and oral components, both of which must be passed to enable a participant to go on to the next level. Participants who fail a course may arrange to have a general discussion of the results of their examination by making an appointment with the appropriate language co-ordinator one week after the beginning of a term;

(d) The language proficiency examination is given twice a year in every calendar year. This examination is the official test of a staff member's knowledge of a language. The examination is open to all students who have completed the last level of a United Nations language course and to staff members who have achieved proficiency from outside sources. Application to take this examination must be made separately. Further details are given in information circular ST/IC/89/68. It should be noted that there are no make-up examinations for the language proficiency examination.

Cancellation of registration

20. Students who believe that they will be unable to complete the course in which they are enrolled and wish to withdraw must do so by completing the change of registration form in room S-606 within the first two weeks of the term. If these students wish to re-register for the same course in a subsequent term, they must come in person to room S-606 during the announced registration period to complete the necessary registration forms; those who cancel their registration after this two-week period will be considered repeaters if they re-register for the same course and will, therefore, be required to pay the standard fee.

Extensions to call for information

21. General information: extension 3-7021

Language laboratory: extension 3-2482

Language proficiency examinations: extension 3-9503 or 3-7021

Pedagogical inquiries and appointments with co-ordinators:

Arabic: extension 3-7021
Chinese: extension 3-2481
English: extension 3-9502
French: extension 3-7019
Russian: extension 3-7027
Spanish: extension 3-7026

Teachers' room: extension 3-5155

Staff members who wish to consult a co-ordinator should telephone in advance for an appointment.

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